

Position Description

Position Title:	Chief Financial Officer
Award/Classification:	Non Award Salaried
Service:	Support Services
Reports to:	Chief Executive Officer
Direct Reports:	Service Manager - Finance, Business Services Officer

This position description does not form part of the contract of employment and is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Our Vision:

Good mental health for all.

Our Purpose:

To strengthen the mental health, wellbeing and futures of people and communities.

Our Values

- We are courteous and have **respect** for each individual, particularly considering their beliefs, values, experiences and cultures.
- We act with honesty and **integrity**, holding ourselves to the highest ethical and professional standards.
- We understand our clients and communities and are flexible, innovative and **responsive** to their needs.
- We show empathy and warmth, are open and act with **kindness**.
- We build genuine connections and **relationships**, through teamwork, collaboration and consultation.

Position Purpose: As an integral member of the Executive team, the Chief Financial Officer (CFO) will oversee the financial and operational performance of Accoras to ensure long term sustainable growth. In this crucial role, the Chief Financial Officer will provide exceptional leadership and expert support to internal teams, enabling the organisation to achieve its strategic objectives and deliver quality outcomes for funders and clients. The responsibilities of the role include overseeing centralised services including financial services, business planning, business performance, data analysis and reporting, risk and compliance, information technology, insurance, property. Additionally, the Chief Financial Officer will also serve as the Company Secretary, offering vital services to the Board.

Key Accountabilities and Responsibilities

- As a member of the Executive Team, participate fully in the collective responsibility of delivering on organisational objectives.
- Demonstrated ability to professionally lead and manage the commercial and business management process, preferably in the not-for-profit sector, in accordance with organisation priorities, objectives and strategic directions
- Manage the ongoing implementation of the Accoras financial management framework and develop financial models which promote effective budget management and reporting to CEO and Board.
- Provide clear leadership, direction, and management of the centralised services team, and ensure the achievement of each area's operational plans and objectives.
- Collaborate with other members of the Executive Team to promote and achieve organisational cohesion, the development of a culture of continuous improvement, and the promotion and adherence of organisational values.
- Provide advice, regular updates and reports to the CEO, Board and Executive Team relating to business performance, risk and strategy.
- Provide strategic advice to CEO regarding the planning, financial, evaluation, implementation, and management of current and future growth opportunities for the business.
- Manage assets, liabilities, and resources to support planned growth, including people and infrastructure.
- Oversee and manage the development and implementation of budgets, to monitor progress and present operational metrics both internally and externally.
- Ensure that all employees, including senior management, maintain robust governance and recording systems, in accordance with company policies, and contractual obligations and monitor the use of all funds.
- Engage other members of the Executive Team and Senior Leadership Team to facilitate cross-service collaboration that ensures that all financial, IT and risk management solutions positively support Accoras' evolving strategy, operational delivery, and data collection needs.
- Provide financial oversight and guidance to Accoras tenders, proposals, and responses to government/regulators within the Board's business parameters.
- Ensure that all financial related activities and records of the Company are maintained, up to date and are in accordance with statutory reporting requirements, Company policy and relevant legislation.
- Provide company secretarial support to the Board as required.
- Develop and implement systems, processes and reporting that facilitate a culture of continuous improvement.
- Oversee and monitor external compliance reporting.
- Ensure a data governance framework is in place.
- Develop, implement and maintain Accoras' knowledge management strategy, including document management and knowledge transfer.
- Oversee the management of Accoras properties and assets, including purchases, contracts, maintenance and disposal.
- Provide contractual review and recommendations.
- Ensure the consistent implementation of workplace WHS practices for the business and oversee compliance with those practices.
- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Work Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.

- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with the Accoras safety management system.
- Other duties as directed within the scope of your skills, abilities and experience.

Role Selection Criteria

Qualifications & Requirements
<p>Essential</p> <ul style="list-style-type: none"> • CPA or CA qualified.
Knowledge, Skills and Experience
<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated ability to professionally lead and manage the commercial and business management process, preferably in the not-for-profit sector, in accordance with organisation objectives and strategic directions. • Demonstrated experience in successfully leading a professional group through transformation with demonstrated ability to act and lead as an effective change agent, positively influencing outcomes and delivering benefits across the organisation. • Experience in the development of organisational strategy and business plans. • Experience with data governance, knowledge management and information management. • Proven ability to develop and implement qualitative infrastructure that facilitates a culture of continuous improvement. • People leadership experience and the ability to coach and develop direct reports. • Experience in undertaking a range of audits, both financial and programmatic. • Experience in a Company Secretary role or ability to undertake and apply relevant training to fulfil the role of Company Secretary. • Experience in developing and ensuring compliance with risk management frameworks. • Manage and work across a diverse range of highly complex tasks simultaneously to establish priorities and meet deadlines. • Strong strategic financial management abilities including budget preparation, management accounting and forecasting and end of year financial accounts. • Ability to demonstrate an evidence-based approach to decision-making, balancing governance and innovation and in delivering strategic and operational advice. • Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, stakeholders and the community, both verbally and in writing. • Collaborative and flexible style, with a strong service mentality. • A solution-focused, flexible can-do approach to support internal business units to deliver high quality outcomes. • High level of proficiency in Microsoft Office software, specifically Outlook, Word, and Excel and a good working knowledge of IT systems and processes. • Hold a current Working with Children Check. • Pass other suitability checks (e.g. criminal history). <p>Desirable</p> <ul style="list-style-type: none"> • Strong understanding of funding agreement requirements relating to program budgets, expenditure and reporting. • Strategic thinker who makes informed decisions aligning with long-term objectives, driving sustainable growth by considering the bigger picture.

Key Relationships

Internal	CEO, Board, Executive, Senior Managers, Finance, Support Services and all other Accoras Teams.
External	Funding bodies, industry stakeholders, external advisors, suppliers.

Position Description Approved By (name and position):	
--	--

Employee Acknowledgement

I acknowledge that I have read and agree with the position description and will adhere to the values, responsibilities and performance expectations therein.	
Signed:	
Name (please print):	
Date:	